

MINUTES

FINANCE COMMITTEE

Tuesday, February 14, 2023 9:00 a.m. ❤️

Present: Supervisors Leonard, Bender, Groat, Robusto, VanLaeken, Miller and Eygnor, Fiscal Assistant Brian Sams, Auditor Kristen Scott, Information Technology Director Matt Ury, Purchasing Director Kaleigh Flynn, Purchasing Agent Christopher O'Connor, Real Property Tax Director Karen Ambroz, GIS Coordinator Zakk Hess, Land Bank Director Mark Humbert, Treasurer Patrick Schmitt, Interim 2nd Deputy Treasurer Megan Fralick and Economic Development/ Planning Department Director Brian Pincelli.

Minutes from the January 10th Committee meeting were approved as written.

The following transmittals were referred to the Finance Committee:

--Authorization for the Chairman of the Board to sign a public transit route subsidy agreement between the Veterans Service Agency and RST Wayne. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year contract between the Department of Social Services and Lexis Nexis for the purpose of legal research for a cost of \$13,944. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Department of Social Services and Finger Lakes Community College for employee training for a cost not to exceed \$69,953. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year agreement between the Department of Social Service and Crossroad Consulting Services for the provision of assessment of individuals for the appropriateness of placement of foster care children for an annual cost not to exceed \$25,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Social Services and Family Counseling Services of the Finger Lakes for the provision of child advocacy services. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and Mom's Meals for the provision of mail order meal service for qualifying senior citizens at a cost not to exceed \$25,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and Wayne Pre-Trial Services, Inc. for operation of a Youth Diversion Program for an annual cost of \$60,000. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and Family Counseling Services of the Finger Lakes for the provision of family and youth counseling services for a cost not to exceed \$23,250. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal rental agreement between the Department of Aging and Youth and Eidda LLC to house a Senior Congregate Meal Program in Sodus for a cost of \$8,400. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal contract between the Department of Aging and Youth and Newark Emmanuel United Methodist Church to house a Senior Congregate Meal Program for a cost of \$5,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal agreement between the Department of Aging and Youth and the Clyde United Methodist Church to serve as a Senior Congregate Meal Site for a cost of \$4,200. Approved 5-0.

--Authorization for the Chairman of the Board to sign a renewal agreement between the Department of Aging and Youth and the Town of Ontario for the operation of a senior congregate meal program for a price not to exceed \$5,200. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and NYS Industries for the Disabled for the provision of home delivered meals to homebound elderly individuals who are nutritionally at risk for a cost not to exceed \$243,700. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Department of Aging and Youth and NYS Industries for the Disabled for the provision of bulk food preparation for home delivered meals to Senior Lunch Programs for a price not to exceed \$142,500. Approved 5-0.

--Authorization to create and fill the full-time position of Home Health Aide in the Department of Aging and Youth. Approved 5-0.

--Authorization to abolish the full-time position of Registered Nurse Supervisor at the Nursing Home and create two part-time Registered Nurse Supervisor positions. Approved 5-0.

--Authorization to declare old furniture at the Nursing Home surplus and dispose of according to County Policy. Approved 5-0.

--Authorization for the Chairman of the Board to sign a software subscription agreement between the Nursing Home and PointClickCare for the provision of electronic medical records and financial software services for a price of \$86,561. Approved 5-0.

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--Authorization for the Chairman of the Board to sign a contract and to award the bid for medical oxygen services between the Nursing Home and Haun Welding, Inc. for a price not to exceed \$20,000. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract and to award the bid for rental of respiratory equipment and applicable consumables between the Nursing Home and Northeast Medical Repairs. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the Mental Health Department and licensed professionals for psychotherapy services and amend the budget. Approved 5-0.

--Authorization to amend the Mental Health Department budget to allow for \$30,000 of additional expenses and revenues related to medication needs for patients of the Mental Health Clinic. Approved 5-0.

--Authorization for the Public Health Department to accept a performance incentive award for \$22,208 through State Aid and amend the budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign the 2023 Wayne County Public Health State Aid application with the NYS Department of Health. Approved 5-0.

--Authorization for the Chairman of the Board to sign a Pre-K Program Administrative Cost Incurred Report for the Public Health Department in accordance with NYS Education Law. Approved 5-0.

--Authorization to create a full-time position of Senior Clerk-Typist in the Public Health Department, eliminate the full-time position of Bilingual Community Health Worker, and amend the budget. Approved 5-0.

--Authorization to call upon the State of New York to continue to pass-thru Federal Affordable Care Act Enhanced Federal Medicaid Assistance Percentage Funds. Approved 5-0.

--Authorization for the Chairman of the Board to sign an end-user license agreement between the GIS Department and the Federal Communications Commission. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Economic Development/Planning Department and the Wayne County Industrial Development Agency for payment of their \$329,123 County appropriation for 2023. Approved 5-0.

--Authorization for the Chairman of the Board to sign restrictive liens and releases under the Community Development Block Grant Farmworker Housing Safety Program through the Economic Development/Planning Department. Approved 5-0.

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--Authorization to re-appropriate unspent 2022 funds in the Industry Development Program into the 2023 program budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign a one-year extension request with the NYS Small Cities Community Development Block Grant for Microburst Programs through the Economic Development/Planning Department. Approved 5-0.

--Authorization to set a date for a public hearing pursuant to opting out of NYS Real Property Tax Law 487, which provides for a 15-year real property tax exemption for properties with renewable energy systems. Approved 5-0.

--Authorization for the Economic Development/Planning Department to submit a RAISE (Rebuilding American Infrastructure with Sustainability and Equity) Grant application to the Federal Department of Transportation for up to \$25 million dollars. Approved 5-0.

--Authorization to accept bids for highway construction and maintenance materials. Approved 5-0.

--Authorization to declare four vehicles in the Public Works Department surplus and dispose of according to County policy. Approved 5-0.

--Authorization to create projects in the Highway Department for the 2023 construction season totaling \$2.8 million. Approved 5-0.

--Authorization to amend the Highway machinery budget to pay the unanticipated cost of a 10-wheeled truck. Approved 5-0.

--Authorization for the Public Works Department to accept the low bid for tree stump removal from Arnold Tree Service. Approved 5-0.

--Authorization for the Chairman of the Board to sign a three-year contract between the Public Works Department and Innovative Pest Management Corp. for pest control services for a price not to exceed \$31,589. Approved 5-0.

--Authorization to amend the Court House Board Room Plaster Repair Project budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract between the County and Wayne County Soil and Water Conservation District for Blind Sodus Bay and Port Bay REDI Initiative Projects. Approved 5-0.

--Authorization to amend the Assigned Council Administrator contract for 2022 with an increase of \$3,800. Approved 5-0.

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--Authorization to amend the Wayne Pre-Trial Services contract due to receipt of additional grant funds. Approved 5-0.

--Authorization for the District Attorney and the Chairman of the Board to sign the Annual Federal Equitable Sharing Agreement and Certification Report for the year ending 2022. Approved 5-0.

--Authorization to re-appropriate 2022 Division of Criminal Justice Services Discovery Grant funds totaling \$97,899 to support various agencies with expenses related to recent changes in Discovery and Bail Laws. Approved 5-0.

--Authorization for the Sheriff's Office to apply for public safety grant programs during 2023. Approved 5-0.

--Authorization for the Chairman of the Board to sign a four-year agreement amendment between the Sheriff's Office and Global Tel*Link Corporation for the provision of inmate telephone services at the County Jail. Approved 5-0.

--Authorization for the Chairman of the Board and Sheriff to sign an agreement extension with Black Creek Integrated Systems for sally port jail management software and security system support, updates and maintenance for an annual cost of \$88,049. Approved 5-0.

--Authorization for the Chairman of the Board to sign an agreement between the Sheriff's Office and Collision Forensic Solutions at a cost not to exceed \$13,490 for the purchase of mapper software and onsite training. Approved 5-0.

--Authorization for the Sheriff's Office to accept the donation of a police K-9 from Public Safety Dogs. Approved 5-0.

--Authorization to create and fill an additional full-time Court Security Officer position and amend the Sheriff's budget. Approved 5-0.

--Authorization for the Chairman of the Board to sign a contract extension between the Emergency Services Department and Joe Tavano Electric, Inc. in relation to a contract for the purchase of a generator and its installation for a cost of \$19,999. Approved 5-0.

--Authorization to transfer \$500,000 to the Countywide EMS Project; the transfer will come from County fund balance. Approved 5-0.

--Authorization to create and classify job titles for Wayne County EMS and amend the budget. Approved 5-0.

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Mr. Humbert updated the Committee on Land Bank activities. Work scheduled for the first quarter of 2023 is in progress. There are several properties on the current County tax foreclosure list that have environmental issues and the Land Bank is giving consideration into taking ownership to; the tax foreclosure list will be finalized in early spring. Mr. Humbert continues to apply for grants to offset Agency expenses. He was successful in obtaining a Land Bank Initiatives Grant; these funds will offset personnel costs. A State grant for \$2 million was applied for; the grant application includes a list of projects that would cost over \$5 million to complete. There are now new owners of the Sandhill Trailer Park; demolition of the site is underway. Mr. Humbert is working with the Town of Macedon and NYS DEC regarding the sale of the RANDO property. A local businessman is interested in the property; however, there remain many environmental concerns listed on the deed.

Mr. Humbert believes the State will continue funding of Land Bank projects; however, in future years, he sees more State funding being appropriated to affordable housing. If Land Banks can remove housing stock that is in very poor condition, possibly affordable housing can take its place. Senator Pam Helming asked Mr. Humbert to serve on a Regional Housing Needs Review Committee.

Mr. Humbert noted he would fill his Deputy position in March; the new staff member will assist with work, and completion, of additional Land Bank projects.

Economic Development/Planning Department Director, Brian Pincelli, came into the meeting to request authorization to initiate a review and consideration of transfer of ownership and management of the Ontario Midland Railroad and underlying property to the County's Industrial Development Agency. Since the 1980's the Ontario Midland Railroad Corporation has operated and maintained this County owned railroad under a lease agreement. Several discussions were held with Mr. Pincelli, the County Attorney, County Auditor and County Treasurer on the change in railroad ownership and review of details and the process required for ongoing asset management. Mr. Connors noted the exemption from property taxes on the railroad belongs to the County and cannot be transferred to a railroad operator. The liability for the County operating a railroad was noted. A grant received from the Genesee Regional Transportation Council assisted in the completion of a Strategic Plan to leverage the railroad as an economic development asset and identifying priorities for capital improvements, site prioritization, and target industries. Mr. Pincelli anticipates the review process to take a few months. Approved 5-0.

The monthly activities report for the Information Technology Department was included with the agenda. Staff are currently working on expanding the County's security platform; upgrades to the system are time consuming. Staff are working to implement multifactor authentication for

financial users of the County's MUNIS system. Mr. Ury stated the need for every user of County electronic system to have this extra layer of security in place. Shift-scheduling software for the

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Sheriff's Office and 911 will be rolled out later this month. Records Management through the County Clerk's Office will be converted to laserfische in the coming year. Staff installed 11 computers since the last meeting. There were over 600 Help Desk tickets received by the Department during January. The ability of the new County phone system to page is being looked into; some Departments would like to use this option. The old system was not available for paging in all areas of each County office building.

Mr. Ury presented the following transmittals for the Information Technology Department:

--Authorization for the Chairman to sign a contract with Tyler Technologies for MUNIS financial software for operating system and database administration support for a price of \$278,000. Approved 5-0.

--Authorization to set the hourly rate for the position of Desktop Installation Helper at \$15 an hour. Mr. Ury reviewed the need for this seasonal position(s) and to keep it financially attractive. Approved 5-0.

--Authorization to purchase website maintenance and hosting from CivicPlus for a price of \$8,024. Mr. Ury said future costs under this multi-year contract would be increased 5% annually. Approved 5-0

The monthly activities report for the Auditor's Office was included with the agenda. Ms. Scott reported staff audited 1,786 invoices since the last meeting, 17 invoices were denied payment. She met with the County's external auditor; their fieldwork should be completed in April. Interviews will continue for the position of Audit and Contract Specialist; Ms. Scott hopes an employee is in place by mid-March. During January, both 2022 and 2023 financial books were open so payments could be made from the appropriate budget year; this has caused some invoice challenges. Ms. Scott informed Supervisors she is preparing to take the Certified Internal Auditor exam.

Ms. Scott will update the Committee in March meeting on information obtained from the State Comptroller's Office and other municipalities, on allowable employee recognition expenses. This update will include the County Attorney's opinion on the information provided by the New York State Comptroller's Office.

The monthly activities report for the Real Property Tax Office was distributed prior to the meeting. The report included a list of meetings and events attended by Ms. Ambroz and staff. The Department received over 50 correction of error requests during January and filed 165 deed transfers. There is currently only one Mapper in the Department, during January he made 250 parcel adjustments. Ms. Ambroz reported Exemption Impact Notices were prepared and sent to

villages for their budget process and preliminary work is underway for the County's annual tax foreclosure auction. Work on the AutoCAD project continues; she hopes the first town will

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convert to the GIS environment in the very near future. School districts are in the process of deciding if they will hire ABS to print their tax bills. Many village clerks do not want to pay for printing no longer offered by the County.

As President of the NYS Real Property Tax Association, Ms. Ambroz is responsible for organizing their spring Legislative Conference; she is currently finalizing that function.

The following transmittals were presented for the Real Property Tax Office:

--Authorization to approve applications for corrected tax rolls. Approved 5-0.

--Authorization to refund errors on tax rolls in the Town of Walworth; both were for the Gananda Housing Development Fund Corp. Approved 5-0.

Ms. Ambroz followed-up on last month's discussion to allow a real property tax exemption of up to 10% for volunteer emergency responders. This property tax exemption was suggested to all taxing entities in the State to provide an incentive to foster recruitment and retention of volunteer emergency responders. Stipulations on who qualifies for the exemption were reviewed. Both the Towns of Ontario and Macedon recently passed this real property tax exemption. Ms. Leonard noted a volunteer can either request the 10% real property tax exemption, or claim the \$200 income tax credit allowed by the State; they cannot do both. She plans to write the Governor requesting emergency responders be allowed to claim both these small incentives for their service. Mr. Robusto stated the cost to the overall tax base in the Town of Ontario is minimal for approving this property tax exemption. Ms. Leonard asked if a presentation should be made on the tax credit/property tax exemption to the full Board of Supervisors. Ms. Ambroz will present a transmittal to set a date for a public hearing regarding the exemption at the next Committee meeting for vote at the April Board of Supervisors' meeting. The exemption would apply to the 2024 assessment rolls, as it would be approved before the taxable status date of March 1st.

In other business, Ms. Ambroz requested authorization to allow her Office to approve tax roll errors and not wait for the monthly Board of Supervisors' meeting for approval. There are some counties that do this and it makes for additional Office efficiencies. The Committee supported the change. Ms. Ambroz will prepare a transmittal for the March Committee meeting with this request.

Mr. Schmitt introduced his Interim 2nd Deputy Megan Fralick to the Committee. He reported year-end financial reporting is underway. The State budget is not looking favorable for the County in many aspects. There is a proposal that would not allow a municipality to keep profits when a property is sold through tax foreclosure. The State is recommending, if the amount

collected through foreclosure sale is in excess of the property taxes owed, those monies be placed against any liens on the property and any remaining funds given to the previous property owner.

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Mr. Schmitt said he does not favor this action and it would do nothing to help a person retain their home. The amount of staff time required locating all lien holders on a property and the former owner was noted. The County currently gives the proceeds of their tax foreclosure auction to the Land Bank; these funds would no longer be available for that purpose.

As of the end of January, there were 171 parcels on the County's tax foreclosure list. The last day to redeem a property is at the end of April. The Treasurer's Office will send another reminder letter to property owners regarding payment of their delinquent taxes in March.

Mr. Schmitt reported interest income ended the year at approximately 200% over budget estimates.

Mr. Schmitt updated the Committee on the National Opioid Settlement. The County will receive about \$1.7 million in total Opioid Settlement funds through 2039. Mental Health Director, Jim Hartz, was at the meeting and noted the Department should receive \$593,000 in the upcoming State budget year as part of their Opioid Settlement. He stated all grant monies received by the Department must be used to enhance or create new programs. The amount of Federal funds Wayne County will received will be determined after each county in the country makes a decision whether or not to opt in or out of the settlement program. After a brief discussion, it was agreed Mr. Schmitt would prepare a transmittal, to go before the full Board next week as a Rule 14, requesting authorization for the Chairman of the Board sign paperwork that would opt Wayne County into the National Opioid Settlement.

The Treasurer presented the following transmittals for his Office:

--Authorization to amend the budget and add funds to both the conference and travel lines. Funds will come from interest earnings. Mr. Schmitt said new staff members will attend training in 2023 and this cost was not included in the budget. Approved 5-0.

--Authorization to amend the contract with Collar City Auction, Inc. to allow for tax foreclosure sale notice signs to be placed on all properties included in the 2023 auction. Signs will go up starting the first week of April. This is an additional way to give notice to property owners to pay taxes and avoid losing their home. The County will reimburse Collar City \$50 for each parcel redeemed prior to the tax foreclosure sale. Approved 5-0.

--Authorization to extend the contract with Drescher and Malecki for three months to provide additional year-end accounting assistance for a price not to exceed \$15,000. Mr. Schmitt noted this firm over billed his Office in the past, which resulted in a payment credit. Because of the cost of this service, it will be put out to bid in the future. Approved 5-0.

--Authorization to convey property located at 414 Pierson Avenue in Newark to Stuart Kelsey. The property was taken by the County as part of the tax foreclosure process. The property owner
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filed for bankruptcy, and because of the bankruptcy, had to pay his back property taxes through monthly installments. The bankruptcy process successfully concluded and Mr. Kelsey is entitled to get the title to his home returned. Approved 5-0.

--Authorization to call upon the Governor of New York to remove from the 2023-24 executive budget Part M of the Article VI Revenue Bill. If the action were approved, it would require municipalities give excess money received through their foreclosure sale to the former property owner, once owed taxes and liens against the property are paid. Mr. Schmitt commented he believes this action by the Governor would be unconstitutional. Approved 5-0.

--Authorization for the State Legislature to enact legislation to impose a hotel, motel, or seasonal rental occupancy tax for the County. In the past, Senator Helming was not in favor of increasing taxes; she has said she will support this request. Approved 5-0.

Mr. Schmitt reviewed concerns he has with the County Broadband Project, funded with ARPA (American Rescue Plan Act) funds. He believes the process has been tainted and believes it would be in the best interest of the County if the project started over. Mr. Groat said there has already been too much time spent on the project and did not think it necessary to start over. It was agreed the Committee would go into executive session later in the meeting to discuss this.

Mr. Sams presented the following transmittals:

--Authorization for the Chairman of the Board to sign renewal insurance policies with Eastern Shore Associates. Representatives from Eastern Shore were present at the meeting. The overall cost of policies is up 6%; this is mainly due to the increase in property value, an increase in motor vehicle claims and the addition of a cyber-security policy. Ms. Sams said the cyber security policy was not included in the original quote, as the Committee needs to make a decision if they want this coverage. Coverage under the \$40,000 cyber security policy was reviewed. Ms. Leonard stated the importance of the County having a cyber-security policy in place. The cost of all policies together will not exceed \$470,000. Approved 5-0.

Eastern Shore Associate Representatives reviewed program services offered to policyholders; this includes participation in safety or claim meetings, review of insurance language or bid specifications and on-site and on-line staff training programs.

--Authorization to amend the Nursing Home budget with a transfer of \$18,625 from the Enterprise Fund Balance into the Computer expense line. Mr. Sams noted the 2023 Nursing Home budget did not include the cost to replace computers. Approved 5-0.

--Authorization to re-appropriate funding for the 2022 shared services agreement between the County and Sodus Central School District for grant management services. Mr. Sams noted the school district did not submit an invoice to the County in 2022 and funds were not carried over. Payment will occur once funds are re-appropriated. Approved 5-0.

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Mr. Groat made a motion the Committee enter into executive session with Mr. Connors present to discuss a matter of potential litigation at 10:41 a.m. and following that with Mr. Schmitt to discuss a personnel and potential contractual mater. The regular meeting resumed at 11:42 a.m.

A transmittal was presented requesting authorization for the County to pay a settlement claim of up to \$35,000. The cost of the claim will be shared with the Town of Lyons. Approved 5-0.

The meeting adjourned at 11:44 a.m. The next meeting of the Finance Committee is scheduled for Tuesday, March 14th at 9:00 a.m.